



Maintenance Request & Work Order

(916) 395-6337

PERMISSION TO ENTER UNIT:

- Anytime
- By Appointment, Occupant Present:
Date _____ Time _____
Phone Number _____
Email _____

- Change Locks
- Change Air Filter
- Check Smoke Alarm

REQUEST:

UNIT ENTRY NOTICE:

We were in your residence today to perform the necessary repairs or inspections:

- Date _____
- Time Entered _____
- Time Departed _____

JOB STATUS:

- Complete
- Incomplete because of:

- Will return to complete:
Date _____ Time _____

- Outside professional assistance
Required P.O. # _____

WORK DONE AND MATERIALS USED:

MAINTENANCE PERFORMED BY:

COST OF REPAIRS:

- Total Hours _____
- Cost of Labor \$ _____
- Cost of Material \$ _____
- Total Repair Cost \$ _____

CHARGEABLE TO:

- Occupant
- Management
- Owner \$ _____

WORK AUTHORIZED BY:
